



St Michael's House Grosvenor School
Leopardstown Road, Dublin 18

COVID-19 RISK ASSESSMENTS TO MINIMISE THE RISK OF EXPOSURE TO VIRUS

The process involved consultation with all school staff.

METHODOLOGY USED FOR HAZARD IDENTIFICATION AND CONTROL

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BOM in St. Michael's House Grosvenor School, to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This specific Covid-19 Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for the School in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A hazard is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors, and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental, or human.

A risk is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances, or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. This school has adopted SMH templates from the SMH Risk Management Policy – SMH Safety Statement.

COVID-19 RISK ASSESSMENTS for St. Michael's House Grosvenor School

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Risk Assessment: Social Distancing

Date Risk Assessment was created: 19/08/2020	Review Date: 10/02/2021
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Updated by John Owen, Barbara McCarthy and Lynn Hennessy on above review date.	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any 	<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. However the Board of Management acknowledges that in a school environment such as ours, it can be very difficult to observe social distancing at all times, particularly when engaging with pupils.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while moving throughout the school. <input type="checkbox"/> physical spacing (1 metre apart currently for school environment) for work stations and common spaces, such as entrances/exits, kitchen areas and stairs, where congregation or queuing of staff, or students or visitors might occur. <input type="checkbox"/> Break times for staff and pupils will be staggered and school supervision procedures must be strictly adhered to. <input type="checkbox"/> Adjustments have been made to sitting arrangements in staff room. <input type="checkbox"/> Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). <input type="checkbox"/> Appropriate social distancing arrangements will be in place throughout the school. 	<p style="color: red;">Sec 8 Dealing with a Suspected Case of COVID-19 School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.</p> <p style="color: red;">Appendix 2 Pre-Return to Work Form COVID-19 Number of questions increased from 5 to 7. Additional questions: Are you awaiting the results of a COVID-19 test? In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? Other 5 are slightly reworded</p>	<p style="text-align: center;">Board of Management</p> <p style="text-align: center;">Principal</p> <p style="text-align: center;">Staff</p> <p style="text-align: center;">Visitors</p>	

Risk Assessment: Social Distancing

<p>kind of cough, not just a dry cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<ul style="list-style-type: none"> <input type="checkbox"/> Meetings of staff will take in smaller groups consistent with physical distancing or by Zoom. <input type="checkbox"/> There is currently a strict no handshaking policy in place within the school. <input type="checkbox"/> All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible. <p>Where 1 metre distance cannot be maintained e.g. during classroom activities and intimate care.</p> <p>Requirements for personnel working within 1 metres of each other (where activity cannot be suspended): The following will apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> The close contact work cannot be avoided <input type="checkbox"/> No staff member has symptoms of Covid-19 <input type="checkbox"/> Use of physical barriers e.g. Facemask and/ or visor <input type="checkbox"/> PPE is available as usual for intimate care of pupils. Supplies are kept in the class bathroom as normal. <input type="checkbox"/> Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly <p>Pupil Break times: details and provisions. Morning snack and lunch will be eaten in the classrooms. Hot lunches will be collected from the kitchen by a classroom staff member. The kitchen has been amended to facilitate the safe transfer of meals.</p> <p>Only one class at a time will be allowed use the sensory room, playground and sensory garden. All equipment will be wiped before being used by the next class / bubble.</p>	<p style="color: red;">Sec 4.2 Procedure for Returning to Work (RTW) & Appendix 6 Checklist for School Management A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.</p> <p style="color: red;">Sec 5 Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools <input type="checkbox"/> Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test <input type="checkbox"/> Advise staff and pupils not to return to or attend school in the event of the following: <input type="checkbox"/> if they are identified by the HSE as a close contact of a confirmed case of COVID-19 <input type="checkbox"/> if they live with someone who has symptoms of the virus <input type="checkbox"/> If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. <input type="checkbox"/> Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in</p>		
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Risk Assessment: Social Distancing

			<p>the event of a case or outbreak in the school.</p> <p>Sec 5.4 Physical Distancing Ventilation – new section The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.</p>		
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
INITIAL RISK									RISK STATUS							
Likelihood		Impact			Initial Risk Rating				Open		Monitor			Closed		

Risk Assessment: Social Distancing

Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: use of PPE

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	Staff	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors are to address identified risks of spread of the virus. All staff have been provided with 2 reusable masks and a visor for use throughout the day. The school will also have a supply of disposal masks.</p> <p>Each classroom and all toilets have posters on:</p> <ol style="list-style-type: none"> 1. Donning or putting on PPE 2. Safe use of masks <p>PPE has always been used in some instances in the school depending on the needs of the child. Gloves will continue to be supplied to all staff as normal.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained, and replaced, as necessary.</p> <p>Current PPE required suggest all staff wear face covering mask/visor to be worn within the school facility according to current occupational and public health guidance.</p> <p>Current general guidance from the HSE in relation to the wearing of</p>	<p>FFP2 Medical grade reusable face masks have been provided for all staff to wear throughout the school day.</p> <p>Full medical gowns and scrubs have been provided in case of high-risk students/symptomatic outbreak.</p> <p>Full PPE is essential for a person displaying symptoms. Gloves are also encouraged due to saliva/fluid transference.</p> <p>Visor to be worn as well as a mask in case of visor being pulled off allowing double protection. (challenging behaviour)</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

Risk Assessment: use of PPE

<ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use. Although they will be used in the case of Covid symptoms and for usual intimate care needs.</p> <p>As all pupils in this school have an intellectual disability, face coverings are not expected to be worn by pupils. Older pupils will be encouraged to wear them where possible.</p> <p>Where a child presents with an exceptional risk and staff are required to wear additional PPE an individual plan will be developed.</p> <p>All PPE equipment will be carefully disposed into a double sealed bag and retained in a secure location for 72 hrs before being put into general waste bins.</p>			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
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Risk Assessment: use of PPE

INITIAL RISK			RISK STATUS		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed

Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Dealing with a Suspected Case of Covid-19

Date Risk Assessment was created: 30.08.2020				Review Date: as required	
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray					
Signature of Risk Assessors, including parents/ guardians where applicable:					
HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>The Board of Management will:</p> <p>Each class will appoint on a rotational basis as staff member to support a pupil suspected of having COVID.</p> <p>The room behind the reception and life skills room have been designated as isolation rooms</p> <p>A sealed box will be kept in this room containing the following:</p> <ul style="list-style-type: none"> • tissues, • disinfectant/ wipes • gloves • masks • waste bags • a bin • Copies of Checklist for Dealing with a Suspected Case of Covi-19 <p>Sealed box with the above equipment will be placed around the school in the event of an emergency</p> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <p>Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person in so far as is possible and also making sure that others maintain a</p>	<p>A second isolation room has been provided upstairs for those displaying symptoms. It is located beside the library, off the assembly hall.</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

Risk Assessment: Dealing with a Suspected Case of Covid-19

<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>distance of at least 2 metres from the symptomatic person at all times.</p> <p>Provide a mask for the person presenting with symptoms if one is available and if they do not already have one themselves. He/she should wear the mask if in a common area with other people or while exiting the premises. Exceptions will be made for pupils who will not tolerate a mask.</p> <p>Assess whether the individual who is displaying symptoms can immediately be directed to go home. If necessary, their GP can be contacted for advice.</p> <p>Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces, and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.</p> <p>If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.</p> <p>If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.</p> <p>Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</p> <p>Arrange for appropriate cleaning of the isolation area and work areas involved.</p>	<p>If the person displaying symptoms is a staff member, they may drive themselves home. Unless it is deemed too dangerous by those observing them.</p>		
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Risk Assessment: Dealing with a Suspected Case of Covid-19

Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment
INITIAL RISK									RISK STATUS						
Likelihood		Impact			Initial Risk Rating				Open		Monitor			Closed	
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement															

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Cleaning a Space with a Suspected/Confirmed case of Covid-19

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk?	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e., heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer’s instructions for dilution, application and contact times.</p> <p>Disinfectants used should be effective against viruses.</p> <p>The following instructions will be contained in the sealed Covid boxes throughout the school.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of.</p> <p>If possible,keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and cleaning can take place as normal.</p>	<p>Classroom cleanliness checklists will be used to ensure all areas are cleaned daily.</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>	

Risk Assessment: Cleaning a Space with a Suspected/Confirmed case of Covid-19

<p>coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>Laundry</p> <p>Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above.</p> <p>Waste Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waste should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual’s test results are known. <input type="checkbox"/> All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the was has been stored for at least 72 hours <input type="checkbox"/> If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. 			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
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Risk Assessment: Cleaning a Space with a Suspected/Confirmed case of Covid-19

INITIAL RISK			RISK STATUS		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed

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Risk Assessment: Suspected/Confirmed Covid -19 cleaning

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
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Risk Assessment: Suspected/Confirmed Covid -19 cleaning

cough <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		emptied and cleaned with a fresh solution of disinfectant before re-use.			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment
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Risk Assessment: Office & Administration Areas

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry 	Staff	<p>All staff have been given copies of the following documents and have signed off as having read them:</p> <ul style="list-style-type: none"> • DES Reopening Our Schools: The Roadmap for the Full Return to School • DES COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools • DES Return to Work Safely Protocol: COVI-19Specific National Protocol for Employers and Workers • DES Returning to school: Curriculum guidance of primary school leaders and teachers (teachers only) • Supporting the Wellbeing of School Communities as School Reopen: Guidance for Schools • School’s Covid Response Plan • Checklists • Risk Assessment Document <p>Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff.</p> <p>Secretary has been supplied with reusable 2 masks and a visor for use in her workplace. A sneeze guard screen has been installed at the hatch. A meter mark is in place.</p> <p>The number of employees permitted to work in an office at any time shall be limited as a necessary control measure to protect health and safety. Limited to 2 persons at any given time.</p>	<p>WILL BE EMAILED TO EVERYONE</p> <p>Sec 10 Staff Duties ☒ Not to return to or attend school in the event of the following: ☒ if they live with someone who has symptoms of the virus ☒ If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. ☒ Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school ☒ Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health</p>	<p>Board of Management</p> <p>Principal</p> <p>Administration Staff</p>	

Risk Assessment: Office & Administration Areas

cough <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		In so far as possible all queries should be dealt with as possible through the hatch to the secretary's office. No admittance is allowed into the school except by prior appointment unless a parent or family member has been requested to come to the school to take a sick member of staff/ pupil home. Protocols will be displayed at the front door of the school.			
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	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment
INITIAL RISK									RISK STATUS						
Likelihood		Impact			Initial Risk Rating				Open		Monitor		Closed		
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement															

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Dropping Off and Picking up of Pupils

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 	<p>Staff</p> <p>Pupils</p> <p>Parents/ Guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</p>	<p>DES have advised that school transport will run as normal when school's open. Each bus will be a 'bubble', as the same pupils travel on the bus daily.</p> <p>Bus drivers have been instructed by Bus Eireann to clean their bus after each use.</p> <p>Bus Escorts have been provided with training by D.E.S.</p> <p>Bus escorts and school staff have been provided with 2 reusable masks and a visor. Each escort will be responsible for maintaining same.</p> <p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers, escorts, parents/ guardians, pupils, and all school staff.</p> <p>Buses will park up at the front entrance of the school as normal.</p> <p>Social distancing will be observed as far as is reasonably practicable, between buses (bubbles). Pupils will disembark buses one bus at a time, allowing for the minimum of congestion in the hallway entrance to the school and further on in the school corridors.</p> <p>Where parents choose to bring their child to school they have been asked to park in the main drive and to phone the school so that a it</p>	<p>Pupil population and bus population has been decreased 50%</p> <p>A rota system has been put in place which is teacher lead. This ensures one bus loading and unloading at one time. No students will congregate in the foyer. Each class will be called from their classroom using What's App and be directed straight to the bus.</p> <p>This will avoid staff and students congregating at exits and entrances.</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Bus and taxi drivers</p>	

Risk Assessment: Dropping Off and Picking up of Pupils

<p>37.5 degrees Celsius or above)</p> <ul style="list-style-type: none"> • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>can be arranged for a staff member to meet them at the front door</p> <p>A one way system has been put in place to allow children and staff enter and exit the school.</p>			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Open	Monitor	Closed	
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Risk Assessment: Hygiene

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any 	<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<p>All staff have been given copies of the following documents and have signed off as having read them:</p> <ul style="list-style-type: none"> • DES Reopening Our Schools: The Roadmap for the Full Return to School • DES COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools • DES Return to Work Safely Protocol: COVID-19 Specific National Protocol for Employers and Workers • DES Returning to school: Curriculum guidance of primary school leaders and teachers (teachers only) • Supporting the Wellbeing of School Communities as School Reopen: Guidance for Schools • School’s Covid Response Plan • Checklists • Risk Assessment Document <p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school.</p> <p>Staff should:</p> <ul style="list-style-type: none"> • Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves 		<p>Board of Management Principal</p> <p>Staff</p> <p>Visitors</p>	

Risk Assessment: Hygiene

<p>kind of cough, not just a dry cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any 	<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<ul style="list-style-type: none"> ○ Before and after being on bus transport ○ When arriving and leaving the school campus ○ After toilet use <ul style="list-style-type: none"> • Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. • Put used tissues into a bin and wash their hands. • Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces. <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> • Fever (temperature of 37.5 degrees or above) • Cough • Shortness of breath • Breathing difficulties <p>Any staff member displaying symptoms must self-isolate and not attend school until they can produce a negative Covid-19 test result.</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements until they can produce a negative Covid-19 test result.</p> <p>Any staff member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor.</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> • Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). • Appropriate social distancing markings are in place. • Necessary PPE is available to staff. 	<p style="color: red;">Sec 5.3 Hand Hygiene Alcohol-based sanitiser must not be stored or used near heat or naked flame</p>	<p style="text-align: center;">Board of Management Principal</p>	
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Risk Assessment: Hygiene

<p>kind of cough, not just a dry cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<ul style="list-style-type: none"> • Standard cleaning and maintenance regimes are put in place throughout the school. • Toilet facilities must be cleaned by staff after each use on a regular basis throughout the day. • Equipment sharing is minimised. Staff are encouraged not to share equipment between students and with one another. • There is regular cleaning of frequently touched surfaces and that class staff teams are provided with essential cleaning materials to keep their classroom areas clean (for example wipes/disinfection products, paper towels and waste bins/bags). • All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people • There is staggered use of the Staff Room and or other communal facilities. • Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow. • All waste bins must be emptied at the end of each day by classroom staff. 		<p style="text-align: center;">Staff Visitors</p>	
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Risk Assessment: Hygiene

Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
INITIAL RISK									RISK STATUS							
Likelihood		Impact			Initial Risk Rating				Open		Monitor			Closed		
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement																

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Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Day to Day Covid-19 Cleaning

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry 	<p>Staff especially cleaning staff</p>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ü Staff will be encouraged to keep personal items brought into school to a minimum. <input type="checkbox"/> Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. <input type="checkbox"/> Cleaning staff will be trained in the new cleaning arrangements for the school. <input type="checkbox"/> Cleaning staff have been issued with check list <input type="checkbox"/> Sufficient cleaning materials and PPE will be available to allow for increased cleaning. <input type="checkbox"/> Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves. <input type="checkbox"/> System in place for the disposable of cleaning cloths and used wipes in a rubbish bag. <input type="checkbox"/> Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection. <input type="checkbox"/> System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before 		<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

Risk Assessment: Day to Day Covid-19 Cleaning

cough <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		re-use. <input type="checkbox"/> System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use.			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Open	Monitor	Closed	
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Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Handling Books and Other Resources during Covid-19

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e., heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry 	Staff	<p>Due to the nature of the pupil’s disabilities in our school, social distancing may be possible at all times. However, pupils will be encouraged and supported to adhere to distancing as appropriate and to practise good hygiene will be encouraged at all times.</p> <p>All staff have been given a copy of the School COVID-19 Response Plan.</p> <p>The sharing of educational materials will be reduced as much as possible. Each class will devise a suitable system whereby the handling and use of resources will be individualised in as much as possible.</p> <p>Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school.</p> <p>Class teams will arrange an ongoing daily cleaning schedule.</p> <p>Toys / equipment</p> <p>Each child will be issued with an individual box of toys / equipment and sharing will be kept to a minimum.</p> <p>All toys / equipment will be cleaned on a regular basis throughout the day.</p>	<p>Extra-curricular rooms will be cleaned down after each use by the staff from that classroom.</p> <p>Books in the library will be cleaned down after each use.</p> <p>Limited number of books used per class to reduce handling / possible transmission.</p> <p>These areas have been identified as:</p> <p>The sensory rooms</p> <p>The library</p> <p>The gym</p> <p>The cookery kitchen</p> <p>The life skills room</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

Risk Assessment: Handling Books and Other Resources during Covid-19

<p>cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>Toys / equipment that are visibly dirty or contaminated with blood or bodily fluids will be taken out of use immediately for cleaning or disposal.</p> <p>When purchasing toys / equipment we will choose ones that are easy to clean and disinfect (when necessary).</p> <p>If cloth or soft toys are used, they should be machine washable.</p> <p>Jigsaws, puzzles, and toys that pupils may be inclined to put into their mouths should be capable of being washed and disinfected.</p> <p>All play equipment will be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.</p> <p>Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer’s instructions should always be followed.</p> <p>At this time soft modelling materials and play dough where used should be for individual use only.</p> <p>Cleaning Procedure for Toys</p> <ul style="list-style-type: none"> • Wash. • Rinse. • Dry. • Some hard-plastic toys may be suitable for cleaning in the dishwasher i.e. lego. • Toys that cannot be immersed in water that is electronic or wind up should be wiped with a disinfectant wipe and dried. • In some situations, toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. • If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm 		
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Risk Assessment: Handling Books and Other Resources during Covid-19

		<p>available chlorine. The item should be rinsed and dried thoroughly.</p> <ul style="list-style-type: none"> • Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies. • Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning. • Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses. • Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people. 			
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
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Risk Assessment: Handling Books and Other Resources during Covid-19

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
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Risk Assessment: Using Hand Tools or Equipment

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
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Risk Assessment: Using Hand Tools or Equipment

37.5 degrees Celsius or above) <ul style="list-style-type: none"> • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 					
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/ Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment
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Risk Assessment: Travel to and from Work

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

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Risk Assessment: Travel to and from Work

cough, not just a dry cough <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 					
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Open	Monitor	Closed	
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement											

Risk Matrix	Negligible(1)	Minor(2)	Moderate(3)	Major(4)	Extreme(5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Risk Assessment: Management of Deliveries and Supplies to School

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any 	<p>Staff</p> <p>Pupils</p> <p>Drivers</p> <p>Wider Community</p>	<p>Ensure that all delivery transactions comply with physical distancing requirements. All necessary documents to be signed at the front door as under deliveries protocols, no entry to the school premises unless deemed essential.</p> <p>Agree a delivery protocol with suppliers.</p> <p>All deliveries to be planned with allocated times for collections and deliveries as much as can be arranged.</p> <p>Arrangements to be made for paperless deliveries. Where this is not possible, all necessary documents to be signed at the front door no entry to the school premises unless deemed essential. The secretary will use her own pen when signing.</p> <p>System to be agreed with suppliers to ensure reconciliations are accurate.</p>		<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Delivery personnel</p>	

Risk Assessment: Management of Deliveries and Supplies to School

kind of cough, not just a dry cough <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. Hand sanitiser available to secretary in her office and at entry to the school.		
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating		Open		Monitor		Closed
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement											

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Risk Assessment: Visitors to School

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 	<p>Staff</p> <p>Pupils</p> <p>Wider Community</p>	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> • Make a prior appointment before visiting the school and confirm a hour before arrival that they are Covid-19 symptom free. • Remain at home if they have any Covid-19 symptoms • Follow the agreed Covid-19 protocols for the school as displayed on the front door of the school • Sanitise before entering the premises 	<p>A visitor shall be defined as someone not employed by the Department of Education and skills or St. Michaels House within the school building.</p>	<p>Board of Management</p> <p>Principal</p>	

Risk Assessment: Visitors to School

<p>37.5 degrees Celsius or above)</p> <ul style="list-style-type: none"> • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<ul style="list-style-type: none"> • Attendance to be recorded on entry to building* • Wear PPE if instructed • Adhere to social distancing requirements • Not to loiter – complete their business and leave premises 	<p>* Anyone entering the building for any reason or duration.</p>		
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
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Risk Assessment: Covid-19 Risk Communication, Education and Training

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy, Mary Grey.	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	PERSON RESPONSIBLE FOR ACTION	DUE DATE
<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p>	Staff	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all staff receive necessary training prior to returning to work. Provide and ensure an opportunity for DES/HSE Covid 19 induction training before school commences. <input type="checkbox"/> Provide posters, information, and electronic message boards to increase awareness of Covid-19 among staff and pupils. <input type="checkbox"/> Promote safe individual practices within the school campus. 	<p>Appendix 6 Checklist for School Management Staff <input type="checkbox"/> Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays. 3 <input type="checkbox"/> Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus. <input type="checkbox"/> Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest</p>	<p>Board of Management Principal</p> <p>Staff</p>	

Risk Assessment: Covid-19 Risk Communication, Education and Training

<ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<ul style="list-style-type: none"> <input type="checkbox"/> Engage with staff in providing feedback on the preventive measures and their effectiveness. <input type="checkbox"/> Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation. <input type="checkbox"/> Emphasise the effectiveness of adopting protective measures especially good personal hygiene. <input type="checkbox"/> Provide specific posters demonstrating the proper use of PPE for staff, where required. 	<p>Government advice in relation to foreign travel <input type="checkbox"/> Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;</p>		
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/ Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
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